

Caretaker/Maintenance Employee B

CAO-PO/19-00159

Job information

Salary scale	4
FUWASYS advice	4 – II b
Attribute scores	22122 22122 22 22
Total score	26
Date	12 December 2019

Description of the position¹

Context

This function is one of the positions in the Caretaker/Maintenance Employee category.

The Caretaker performs maintenance, repair and support work, supervises buildings and facilities, and contributes to professionalisation

A Caretaker/Maintenance Employee B carries out technical maintenance and repair work and must respond to changing circumstances when carrying out the work.

The position of Caretaker/Maintenance Employee exists in regular primary schools, an integral child centre ("Integraal Kinder Centrum" – IKC), and schools for special primary education or those for (secondary) special education, or a school governance, management or a service bureau staff.

Tasks

- 1 Maintenance and repair work
 - **Periodically checks the status and security of buildings, grounds and inventory**
 - Carries out maintenance and repair work and minor renovations
 - Identifies disruptions and faults, resolves standard errors and defects in ICT and other facilities, and **makes proposals for the replacement of equipment and installations**
 - **If necessary, engages third parties for repairs or maintenance and supervises the works**
 - Accepts complaints of a technical nature **and resolves them**
 - Provides support on the use of standard (ICT) equipment
 - Performs simple administrative tasks related to technical work
 - Provides information to third parties about the purpose and lead times of tasks
- 2 Supporting tasks
 - **Acts as a contact person** for facilitating support of third parties' activities
 - Handles room-layout arrangements and prepares them for activities
 - Connects ICT and other equipment (hardware and cabling)
 - Assists with representative activities
 - Manages the supplies store and/or stocks, **orders goods, checks them upon arrival and handles the logistics and administrative processing**
 - Carries out postal, copying and catering tasks

¹ The bold text indicates the level-determining elements in relation to the position of Caretaker/Maintenance Employee B.

- Accepts absence reports and passes them on

3 Supervision

- Monitors access to the building
- Answers general questions from students, visitors and employees
- Ensures a clean and safe building, site and inventory and the accessibility of escape routes, and identifies defects
- Identifies violations of house rules and rules of conduct, addresses students on these matters and makes teachers aware of problems with good order
- **Contributes to a safe school climate and intervenes in conflict situations** between students, in accordance with pre-arranged agreements
- **Guides students** when cleaning tasks are being carried out
- Accepts absence reports and passes them on
- Provides assistance in emergencies (Emergency Response/First Aid)

4 Professionalisation

- Participates in training activities
- Keeps required skills for the position up to date

Framework, powers & responsibilities

- Makes decisions on/about: **periodically checking the status and security of buildings, sites and inventory, engaging third parties for repairs and maintenance, intervening in conflict situations between students in accordance with pre-arranged agreements.**
- Framework: rules, safety and other regulations and working agreements
- Accountability: to the hierarchically assigned manager responsible for the timeliness, correctness and completeness of the provided maintenance and repair work, and the supervision and professionalisation.

Knowledge and skills

- **Job-related know-how and knowledge about technical/safety regulations and specifications of general equipment and installations and buildings**
- Insight into the educational organization's task, organizational structure and working method
- Skills in carrying out maintenance and repair work, as well as minor renovations
- Skills in conflict situation intervention

Contacts

- With third parties – about maintenance and repairs, in order to explain the assignment and to guide them through the execution of the works
- With Employees – about the delivery of works, in order to share information
- With teachers – about student behaviour, in order to share information
- With students – about their behaviour, aiming to bring them to order and guide them during cleaning tasks
- With visitors – to receive and refer them or answer questions of a general nature
- With suppliers – about goods, in order to place orders or receive goods